

# Exhibitor Service Manual

2013



Suburban Collection Showplace  
Novi, Michigan

MARVAC ♦ 2222 Association Drive ♦ Okemos, MI 48864

Phone: 517.349.8881 ♦ Fax: 517.349.3543

[www.marvac.org](http://www.marvac.org)

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# **General Show Information**

## **Admission**

|                       |        |
|-----------------------|--------|
| Adults                | \$9.00 |
| Seniors (55 and over) | \$8.00 |
| Children 12 and Under | Free   |

## **Booth Exhibitors- Move-In**

Booth Exhibitors may move in starting on Tuesday, October 1, 2013 from 9:00 am-5:00 pm. Move-in must be completed by 1:00 pm on Wednesday, October 2, 2013. Move-in will not be permitted through the lobby or pre-function spaces. This rule will be strictly enforced by Security and Suburban Collection Showplace personnel. **Any booth exhibitor with a vehicle or a large display should contact show management for early move-in arrangements.**

## **Carpet**

Aisle carpet will be installed on Tuesday evening, October 1, 2013.

## **Complimentary Tickets**

Each RV Dealer will be provided 100 complimentary tickets and each booth vendor will receive 20 complimentary tickets. Additional complimentary tickets may be purchased at a discounted cost of \$4.50 each. Complimentary tickets will be mailed prior to the show.

## **Concessions**

Concession areas are located in the Suburban Collection Showplace providing a wide range of food and drink items. Every effort will be made to discourage people from taking food into the RV's. "PLEASE NO FOOD OR DRINK" signs are available free at the Show Office.

## **Coupons**

\$1.00 off coupons will be made available on the MARVAC website, Big Boy restaurants, NAPA Auto Parts Stores, participating MARVAC members and for "Liking" us on Facebook. \$2.00 discount tickets can be purchased at Home Depot prior to the show. The coupon will be good for all days and will apply to both adult and senior ticket prices.

## **Decorator**

Art Craft Display, Inc. is the exclusive decorator for the Suburban Collection Showplace. To arrange for furniture rental, carpet, drayage/freight handling, audiovisual requirements, etc., please go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)

On the Home Page, click on: "Get Exhibitor Kit"

Enter Event Code: **220873**

Advance Order Deadline: **September 23, 2013 by 5:00 p.m.**

Exhibitors are not required to use the services of Art Craft Display, Inc. You may bring your own table, chairs, carpet, etc.

## **Drayage/Freight Handling**

Art Craft Display, Inc. is the exclusive drayage and freight handling company for the Suburban Collection Showplace. Access forms at [www.artcraftdisplay.com](http://www.artcraftdisplay.com). All freight must be received prior to Monday, September 30, 2013 by 12:00 noon.

## **Electrical Service**

### **RV Dealers**

20 AMP electric service will be provided for recreation vehicles in your display.

### **Booth Exhibitors**

Booth Exhibitors will be provided one 15 AMP outlet for each 10' x 10' booth. **Please complete the attached form on Page 11 if you need electrical service in your booth.**

If you require additional electrical service, please use the attached SHOW POWER PLUS FORM that can be accessed through the Art Craft Display Notice of On-Line Exhibitor Kit.

## **Exhibitor Booth Space**

All exhibitors have contracted for their space from Show Management. All exhibitors must remain in the confines of their space and have their displays manned throughout the show hours. Booth displays shall not be more than eight feet high in the rear and any side wing of the display cannot extend more than four feet high. Show management provides the pipe and drape for the back and side panels of each booth. You may bring your own tables, chairs, carpet, etc. or use Art Craft Display, Inc. for decorating needs. Please see enclosed service forms. **Recreation vehicles are not allowed in booth space unless prior approval has been given by the MARVAC Board of Directors. The advertising or selling of recreation vehicles from booth space locations is strictly prohibited.**

## **Exhibitor Show Passes**

2013 MARVAC Exhibitor buttons will be provided to each exhibiting company. Please list the names of those working in your display area and return the Exhibitor Credential Form by September 27, 2013 or fax to the Association Office at 517-349-3543.

## **Fire Regulations**

Exhibitors are prohibited from bringing in flammable materials that will be used for decorating or advertising in the facility. All such materials to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gasses are prohibited without prior written consent from the Suburban Collection Showplace. Poster board signs are allowed, but should be taped to a unit or other flat surface and should not be hung free from backing. Trees, shrubs and plants must be live and not cut. No open flame or gasoline is permitted in any booth or exhibit area. Fuel tanks and gas tanks must be locked. All battery cables **must be disconnected** after the unit is placed in the display space. Fuel tanks in motorized vehicles **must** be as close to empty as possible. Propane tanks **must** be new and empty.

## **First Aid**

A first aid kit is located in the Show Office.

## **Food**

If you plan on having any type of food samples used as part of your display, you will need to call the Oakland County Health Department for a proper license. If you are selling any type of food item, you must get prior approval from the Suburban Collection Showplace.

## **Giveaways**

Raffles, auctions or giveaways of any kind (including food items) are not allowed without advance permission from Show Management.

## **Helium Balloons**

The Suburban Collection Showplace does not allow helium tanks inside the building or on the premises. Exhibitors with prior approval can have helium balloons to decorate their booth but not to hand out to attendees. A retrieval charge will be applied to retrieve balloons from the ceiling

## **Hotel Reservations**

Hyatt Place Hotel

46080 Grand River Ave.

Novi, Michigan 48374

Phone: 248-513-4111 option 0

**\$109.99 + plus tax**

Group Name: Camper & RV Show

Call by September 20, 2013

## **Insurance**

All exhibitors must provide insurance coverage for personal injury and property damage liability to cover themselves and their property at the show. The exhibitor must provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1,000,000 per occurrence and property damage liability of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitor materials must be carried at the exhibitor's expense.

The exhibitor agrees to protect and hold harmless the Show, Show Management and the Suburban Collection Showplace from all claims which might arise inside or outside of the show property. **Please do not forget to submit your proof of insurance to the MARVAC office prior to show move-in.**

## **Janitorial Service**

Exhibitors are responsible for the cleaning of the total area within their display space. All aisles and other common areas will be maintained during show hours and will be broom swept after the show each day by the show contractor. Drums will be placed at frequent intervals and near concession areas. Each exhibitor is responsible for the cleaning and dusting of their products, RV's, exhibit space or booth area.

## **Lost and Found**

Show Management maintains a lost and found at the Show Office. If you find items that were left within your display area, please turn them into the Show Office.

## **Move-Out for All Exhibitors**

Move-out is Sunday, October 6, 2013 at 6:00 p.m. RV Dealers follow the move-in schedule in reverse; last in, first out. All exhibitors must be prepared to move out Sunday evening. The staging area will be available Monday, October 7, 2013 until 5 p.m. **Note RV Dealers: All vehicles must be staged outside the building before transfer to dealer lot begins. Please refer to the attached diagram for special designated staging areas for move-in and move-out.**

## **Music in Exhibit Area**

Federal law protecting the creators of copyrighted music requires that a license be obtained to use copyrighted music in meetings, seminars, general stage presentations and in exhibitor's booths. Therefore, copyrighted **music will not be allowed** by any of our exhibitors.

## **Parking**

### **Exhibitors**

All exhibitors will be required to park in the northwest parking areas and enter the Hall B entrance ONLY. All parking on the south and east sides of the building will be reserved for event attendees.

A FIVE DAY PARKING PASS is available for only \$12.00. This represents a 50% savings over the regular daily parking fees. This parking pass will permit you to enter and leave the Suburban Collection Showplace, at will, during the five days of the Camper Show. Parking is free during move-in and move-out days. Please refer to the **Notice of On-Line Exhibitor Kit** for the Parking Pass Request form.

**Public Parking**-Parking is available at the Suburban Collection Showplace at a cost of \$5.00 per vehicle.

**RV Parking/Oversight Accommodations**-Overnight RV parking is available. For more information on costs and location, please contact Suburban Collection Showplace Management at 248.348.5600.

**Trucks and Trailers**-Company owned trucks and trailers with company signage must be parked at the northwest corner of the exhibitor parking lot.

## **Public Relations**

All public relations materials should be sent to Beth Monicatti-Blank, All Seasons Communications, 5455 34 Mile Rd., Romeo, Michigan 48065. The phone number is 586.752.6381. Beth Monicatti-Blank will be available during the show to provide exhibitors with information about the PR and advertising campaign. All exhibitors are encouraged to supply All Seasons with news releases, pictures and any newsworthy materials they have regarding their products or business.

## **Projection Sound Equipment**

Audio visual equipment may be rented through the Art Craft Display, Inc. Please use the Art Craft Display, Inc. On-Line Exhibitor Kit form.

### **RV Dealers- Move-In**

Staging Area- There will be three general staging areas. Dealers who will move-in at overhead door #5 should stage in the northwest section of the exhibitor parking area or in the visitor lot on the south side of building. Dealers moving in at overhead doors #7 shall stage in the northeast corner of the parking lot located on the east side of the property or in the visitor lot on the south side of building (**See attached map**).

Staging Date & Hours-RV Dealers may stage their vehicles on Sunday, September 29, 2013 beginning at **5:00 p.m.** **Please Note:** There is a public show at the Suburban Collection Showplace on September 29, 2013. We cannot stage units at the Suburban Collection Showplace **until Sunday starting at 5:00 p.m.** We will have guards on site to allow staging through the evening.

### **Move-In Schedule- Monday, September 30, 2013**

Move-in for the show will be divided into two zones. Hall "A" will use overhead doors #2 & #5 for entering with recreation vehicles. Hall "B" will use overhead door #7 for entering and exiting with recreation vehicles and tow vehicles. See attached floor plan. MARVAC staff and show security will be on hand to provide further instructions.

| <b>DEALER</b>                                     | <b>MOVE-IN<br/>TIME</b> |
|---|-------------------------|
| <b><u>Hall 'A' Overhead Doors #2 &amp; #5</u></b> |                         |
| American RV                                       | 8:00 AM                 |
| General RV (Aisles 600 & 700)                     | 7:00 AM                 |
| H & W Motorhomes                                  | 11:00 AM                |
| Holland Motor Homes                               | 12:30 PM                |
| M & M Camping Center                              | 9:30 AM                 |
| Midway RV Center                                  | 11:30 AM                |
| National RV Detroit                               | 1:00 PM                 |
| Terrytown RV Center                               | 12:00 PM                |
| Veurinks RV Center                                | 11:45 AM                |
| Vicars Trailer Sales (All Aisles)                 | 7:00 AM                 |
| Westland Camping Center                           | 10:00 AM                |

### **Hall 'B' Overhead Door #7**

|                                |          |
|--------------------------------|----------|
| A & S RV Center                | 7:00 AM  |
| General RV (Aisle 800)         | 7:00 AM  |
| General RV (Aisles 900 & 1000) | 11:00 AM |
| Lloyd Bridges Traveland        | 8:30 AM  |

## **RV Dealer Regulations**

The safety regulations at the Suburban Collection Showplace are very strict. Your dealership display must have a minimum walking area between units of 8 feet. Displays must have two (2) entrances on egress routes. The Fire Marshall requires that each display feels open to visitors and attendees cannot be trapped in a display area. The travel distance within the exhibit booth to an exit access aisle shall not be greater than 50 feet. All parts of those recreation vehicles on display must be inside the described dealer space. If you have questions about your display plan, please call the Association. **The vehicles on display can be 2013/2014 model years. All vehicles must be untitled.**

## **Security**

Every attempt is made to protect the property, safety and rights of our exhibitors and attendees. However, it is also expected that exhibitors will take all reasonable precaution to protect their own valuables. Security guards will be on duty during move-in, show days and move-out.

## **Show Dates & Hours**

|                      |                      |
|----------------------|----------------------|
| Wednesday, October 2 | 2:00 p.m.-9:00 p.m.  |
| Thursday, October 3  | 2:00 p.m.-9:00 p.m.  |
| Friday, October 4    | 2:00 p.m.-9:00 p.m.  |
| Saturday, October 5  | 11:00 a.m.-9:00 p.m. |
| Sunday, October 6    | 11:00 a.m.-6:00 p.m. |

## **Show Location**

Suburban Collection Showplace  
46100 Grand River  
Novi, Michigan 48374  
248.348.5600  
[www.suburbancollectionshowplace.com](http://www.suburbancollectionshowplace.com)

## **Show Management**

MARVAC  
2222 Association Drive  
Okemos, Michigan 48864  
Phone: 517.349.8881 Fax: 517.349.3543  
Email: Bill Sheffer [bsheffer@mmhrvca.org](mailto:bsheffer@mmhrvca.org) or Darren Ing [ding@mmhrvca.org](mailto:ding@mmhrvca.org)

## **Show Office**

MARVAC Staff will be available at the Suburban Collection Showplace during move-in, show hours and move-out to assist exhibitors. You may contact Bill Sheffer, Show Director at 517.719.6909 or Darren Ing, Assistant Director at 517.719.6897.

## **Signs**

All signs and banners must be hung only by authorized personnel. At no time will exhibitors be allowed to adhere anything to the walls or columns. Exhibitors will be strictly prohibited from using any unauthorized style tape or adhesive substance within the facility. Absolutely no tape will be allowed on the walls and columns, and only the specific acceptable types will be used on the floors. Duct tape, plastic double sided tape, and masking tape are strictly prohibited! Only cloth backed carpet tape will be allowed. You can purchase the proper tape from the Art Craft Display Service Desk during show move in.

Price signs may not be hung in display areas or promotional literature distributed for any "new" manufacturer's product other than that which is "physically" displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturer's signs listing names of dealers shall be limited to only those dealers or distributors exhibiting in the show. Price signs and printed matter shall show only one price, whether or not that price is a special or show sale. In addition, a sign showing the original manufacturer's suggested retail price will be allowed.

Any dealer identification signs must be placed within the dealer display area. **No signs may be placed over or within the common show aisles.**

## **Smoking**

Smoking in the building is prohibited and will be strictly enforced. You must smoke outside within the proper areas only. Exhibitors will not be allowed to prop open any doors to go outside and smoke. This is a violation of the fire ordinance.

## **Internet Service**

Exhibitors must make arrangements for Internet service through Show PowerPlus. Use the **Art Craft Display Notice of On-Line Exhibitor Service** to access the forms for Internet service.

**EXHIBITOR CREDENTIAL FORM**  
**24<sup>th</sup> Annual Fall Detroit Camper & RV Show**  
**October 2 - 6, 2013**

BUSINESS NAME \_\_\_\_\_

PERSON COMPLETING THIS IFORM \_\_\_\_\_

**Please list the employees working your exhibit area**

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Total Exhibitor Buttons \_\_\_\_\_

Please mail to: MARVAC, 2222 Association Drive, Okemos, Michigan 48864 or  
fax to 517.349.3543 by **September 27, 2013**.

***Please remember that exhibitor buttons are to be used for exhibitors only.  
Anyone using an exhibitor button for general admission will be asked to  
leave and the button will be confiscated by Show Management. A fine or  
penalty may result for the exhibitor who has issued the button.***

# **IMPORTANT**

## **BOOTH VENDORS**

### **ELECTRICAL FORM**

Electricity is included with each 10' x 10' booth. If you require electricity for your booth, please complete the form and return by September 27<sup>th</sup>, 2013.

Company Name\_\_\_\_\_

Person completing this form:\_\_\_\_\_

I need electricity in booth #\_\_\_\_\_

Mail to:

MARVAC  
2222 Association Drive  
Okemos, MI 48864  
or fax  
517.349.3543



# Art Craft Display, Inc.

46350 Grand River Avenue Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
[www.artcraftdisplay.com](http://www.artcraftdisplay.com)

Re: MARVAC  
Detroit Fall Camper & RV Show  
October 2-6, 2013  
Suburban Collection Showplace

Dear Exhibitor:

Art Craft Display, Inc. has been selected by your show management to serve as the Official Exhibition Service Contractor for this event.

The following items are included as part of your booth fees paid to show management.

Provided by Art Craft Display:

- 3' and 8' High – Booth Draping

Your Exhibitor Kit is available on our website for download or for online ordering, if you require additional items that are not listed above. If you do not have internet access, Art Craft Display can fax or mail the kit to you by calling (248) 380-0843.

►Go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)  
On the Home Page, click on: "Exhibitor Kit"  
Enter Event Code: **220873**

**PLEASE NOTE:**

- Read the enclosed Payment Policy form thoroughly.
- Assess your show needs carefully.
- Avoid unnecessary delays and save valuable time and money by following all instructions contained herein.

**TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY September 23, 2013 by 5:00 p.m.** (SEVEN (7) DAYS PRIOR TO FIRST MOVE-IN DAY). SOME EQUIPMENT OR SERVICES MAY REQUIRE MORE THAN 7 DAYS LEAD TIME. PLEASE SEE APPROPRIATE ORDER FORMS FOR ACTUAL DEADLINES.

If we can be of any further assistance, please contact us.  
General questions can be directed to: [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com)

We are looking forward to being of service to you.

**THANK YOU FOR YOUR PATRONAGE.**



## Camper & RV Show \* October 2-6, 2013

SUBURBAN COLLECTION SHOWPLACE \* Novi, MI

### Parking Pass Request Form

There is sufficient parking space at the Exhibit hall for both exhibitors and consumers – however, exhibitors **MUST PARK ONLY AT THE BACK OF THE BUILDING (NORTH END)**.

As a benefit to exhibitors, you may purchase a **FIVE DAY PARKING PASS** for only **\$12.00!** This represents a **50% savings over the regular daily parking fees**. This parking pass will permit your vehicle to enter and leave the Suburban Collection Showplace lots, at will, during the five days of the show. (There is no charge for parking at the Suburban Collection Showplace during Move-In & Move-Out)

**Faxed and mailed orders will not be accepted after Move-In begins on October 1, 2013!** They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show on October 2, 2013 . Regular rates will apply once the show has opened.

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\*\*\*\*\*  
Mail to: BoCo Enterprises, Inc. - c/o Suburban Collection Showplace - 46100 Grand River Dr - Novi - MI 48374 or  
Fax form to: BoCo Enterprises, Inc. – @ Suburban Collection Showplace - (248)-380-3005.

I am purchasing (\_\_\_\_) **FIVE DAY PARKING PASSES** for Camper & RV Show 2013 to the undersigned. Enclosed is my payment for \$\_\_\_\_\_, (\$12.00 each).

**Payment Info** (Please Print Clearly. Final receipts/invoices will be emailed to this address or sent via US mail.)

Exhibitor Co. Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Check**  Payable to BoCo Enterprises, Inc

**Visa/MasterCard**

**Discover**

**Am Ex**

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Card Account Number (Please List All Numbers On Card)

Expiration Date Required

CARDHOLDER: \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Print \_\_\_\_\_

**Note to Exhibitors:** Your electrical needs and parking passes are ordered through BoCo Enterprises at the Suburban Collection Showplace. Therefore, for your convenience, only one check or one credit card is needed for payment of both.

Campers after 5:00 p.m. on  
Sunday, September 29, 2013

~~NOT AVAILABLE~~

1"=100'

**Title:**  
Exposition, Convention and  
Conference Center

North side of Grand River, between Taft and Beck Roads  
Section 16  
City of Novi, Oakland County, Michigan

SP-1

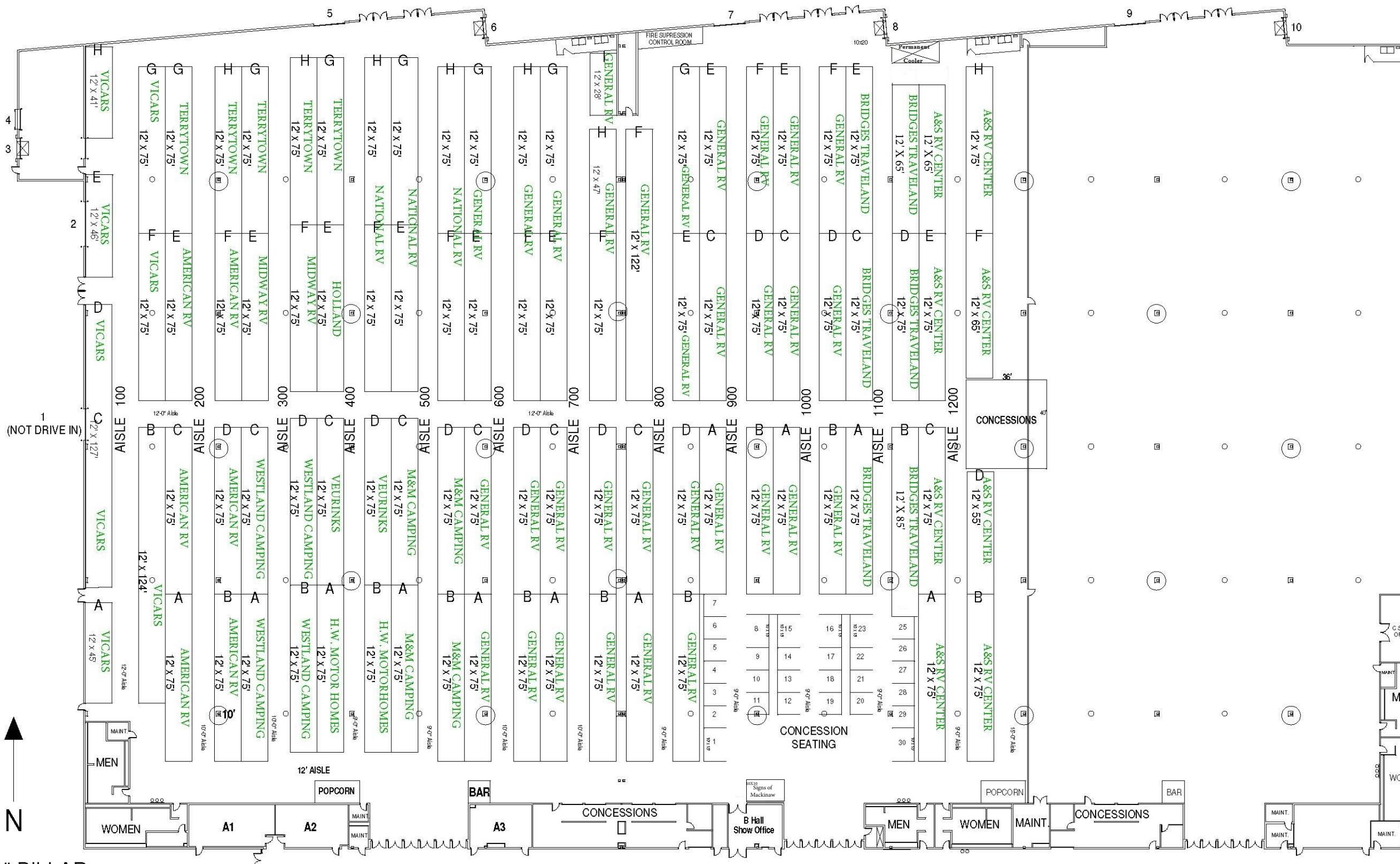
Scale:  $\frac{1}{8}$ " = 100'

NORTH

NOT Available

ENVIRONMENTAL INC.

**MARVAC FALL CAMPER & RV SHOW 2013**  
**OCTOBER 2 - 6, 2013**  
**SUBURBAN COLLECTION SHOWPLACE**



- 2'1" PILLAR
- 28" FLOOR POCKET
- PILLAR W/FIRE EXTINGUISHER  
DO NOT BLOCK

EXTINGUISHER IS LOCATED ON NORTH SIDE OF PILLAR

This floorplan has been designed to be used exclusively by Art Craft Display, Inc and their clients. D. GOIN (7/30/13)  
(248)380-0843

**B**

7

Michigan Lottery

6

Michigan Lottery

5

Michigan Lottery

4

Hitch House

3

Soaring Eagle

2

Outdoor Adventures

1  
10' x 15'

9'-0" Aisle

8

10' x 15'

10' x 15'  
15

General RV

General RV

16

10' x 15'

Nowicki's Sausage

23  
10' x 15'

25

Spring Lake

26

Spring Lake

27

Morgan Stanley

28

Lake Huron Campground

29

Word of Life FL RV Park

30  
10' x 15'

9

General RV

14

General RV

17

Greenwood Acres

22

Duck Creek

10

MOR/ryde

13

Waldenwoods

18

Indigo Bluffs

21

DNR

11

Hearland Woods

12

Waldenwoods

19

LOC Credit Union

20

Riverstone

9'-0" Aisle

9'-0" Aisle

## Concession Seating

2013 Fall Detroit Camper & RV Show